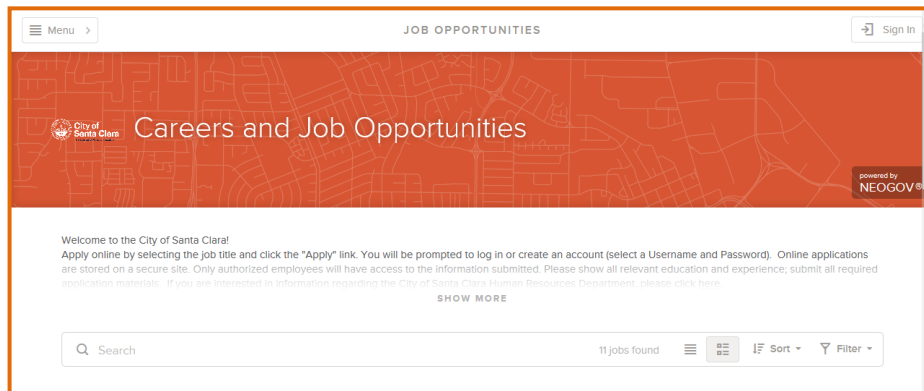
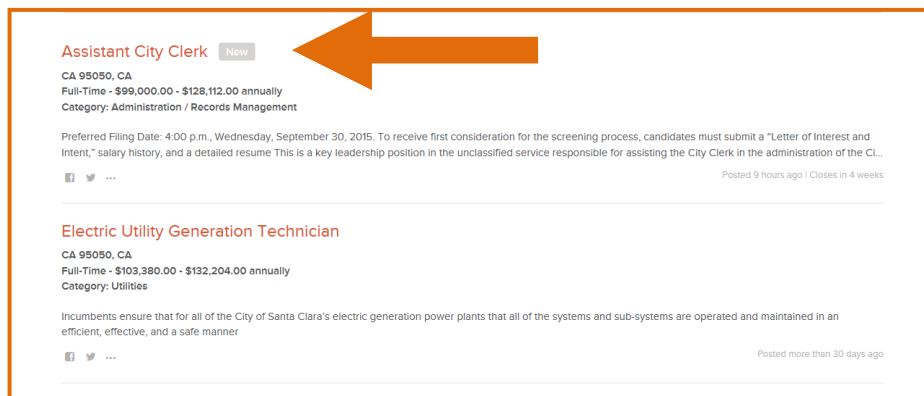


# CITY OF SANTA CLARA PROSPECTIVE EMPLOYEE APPLICATION GUIDE

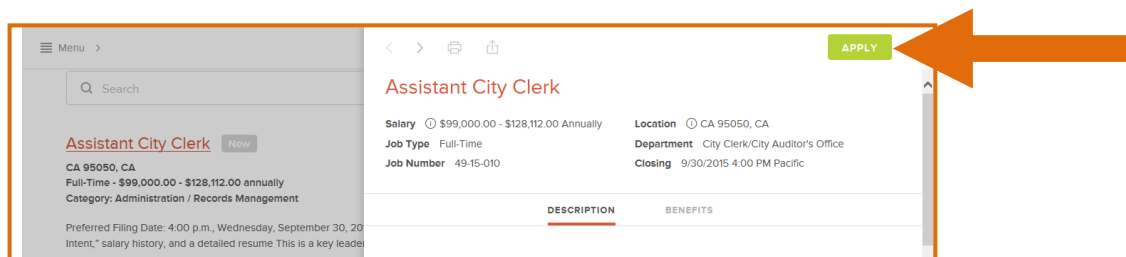
1. City of Santa Clara Job Opportunities can be found at [santaclaraca.gov/jobs](http://santaclaraca.gov/jobs).
2. If you are unable to find a specific job opportunity, you can fill out a [Job Interest Card](#) and you will be notified of positions when they become available.
3. Once you have opened the first hyperlink, a Careers and Job Opportunities page will appear as shown below.



Scroll down the page to view current job opportunities. Click on the position to view the job description, benefits and supplemental questions.



4. Once you have opened a current job opportunity you can, click on **APPLY** to apply on-line. **NOTE** some job opportunities may not have an **APPLY** button; instead require you to send your application, resume and cover letter to a specific address on the job announcement.



5. Once you have clicked **APPLY** you will be directed to the appropriate link under [governmentjobs.com](http://governmentjobs.com). If you do not have an account with [governmentjobs.com](http://governmentjobs.com) you will need to create an account with a unique username and password.

6. Complete the application to the best of your knowledge. After you have successfully completed each step click **Next**. You will receive a check mark next to each completed field. Review your application then click **Accept & Submit**. **NOTE** you may need to update your [governmentjobs.com](http://governmentjobs.com) profile after each job you apply for.

7. Important Information to know about the application process.
- Some applications may require unique responses under the “Questions” section, while others may not.
  - Incomplete Applications will not be considered for review.
  - Other applications may have a limited amount of entries available and may close without notice.
  - The most qualified applicants will be notified for any additional questions and or to schedule an interview.
8. You will receive an email notification from [noreply@governmentjobs.com](mailto:noreply@governmentjobs.com) shortly after you apply, stating you have applied for the appropriate position. If an email does not appear in your inbox, check your spam/junk mail folder.

